

MDA Food Service Planning Calendar 07-08

***LHD action items appear like this.**

Section Manager's Meeting- every Tuesday 8:15 AM

MALEHA- 3rd Thursday every Month- agenda is sent by e mail

MDCH/MDEQ/MDA meeting- 4th Monday each month 9 AM

AQIP meetings- March/June/September/December. Notice provided by e mail.

MALPH Board of Director's Meeting- 2nd Monday. Department reports at 11 AM.

October 2007

Routine Items	Unique Items
<u>*4th quarter food service report due.</u>	Training for new food code/food law changes
Review any desired MPR changes with MPR Advisory Workgroup.	MEHA Food Conference Oct 10-12 (Training for new Food Code/Food Law)
Prepare annual planning calendar	FDA Regional Conference- D.C. Oct 29-Nov 1
	NCAFD0- Grand Rapids Oct 15-17
	MALPH Public Health Conference Oct 17-18 Dearborn
Jackson accreditation Oct 29-Nov 2	Standardized trainer sessions: interactive inspections and FC/FL updates
Dickenson-Iron accreditation Oct 22-26	Order STFU/Mobile stickers
	FSEAC Committee to assess effectiveness of Grants. New Grants?????

November 2007

Routine Items	Unique Items
Review any desired MPR changes with MPR Advisory Workgroup.	Training for new food code/food law changes
MDA sends list of outstanding food service licenses to LHD's.	Standardized trainer sessions: interactive inspections and FC/FL updates
Allegan Accreditation 5 th -9 th	Approve LPHO Budgets
Saginaw accreditation 26 th -30 th	Annual report draft (from quarterly reports)
	FSP annual report draft

December 2007

Routine Items	Unique Items
<u>* Local health provides MDA with all current license year changes, deletes, and voids by 12/31.</u>	Training for new food code/food law changes
<u>*Local health submits request for window envelopes to MDA, if needed, by 12/31.</u>	MDA sends '08 STFU & Mobile stickers to LHD's.
<u>*Local health submits request for printed 08/09 blank license applications by 12/31.</u>	Memo- cutoff for annual licenses in January

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MDA prepares annual report from quarterly report data.	
Begin registering staff for 3 day Food Code / Food Law training course to be held on Jan 08 in Lansing.	
Genesee accreditation 10th-14th	
Review any desired MPR changes with MPR Advisory Workgroup.	

January 2008

Routine Items	Unique Items
Food Code / Food Law 3 day training course on _____ in Lansing. To register go to: https://mi.train.org .	Discuss/ prepare for baseline surveys as part of Accreditation. Work with FS&IS on surveys.
Review any desired MPR changes with MPR Advisory Workgroup	MDA issues food service annual report.
Cut-off date for issuing 08/09 licenses. 06/07 license application posted to MDA website. Jan____(varies)	Accreditation Advisory Board meets
Updated STFU list issued to LHD's.	
<u>*1st quarter food service report due.</u>	

February 2008

Routine Items	Unique Items
<u>*MPR Advisory Committee reports any agreed upon MPR changes to MALEHA.</u>	
MDA sends food service licensing database to DMB with order for printing and mailing license applications and licenses to local health departments.	
Ingham accreditation 18 th -22 nd	

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March 2008

Routine Items	Unique Items
Standards review Committee reviews MPRs, Indicators, Guidance Document.	MEHA- AEC talk on accreditation review "most missed MPR's and why????"
<u>*LHD's receive and begin processing 08/09 food service license applications and pre-printed licenses from MDA.</u>	DRAFT DUE: Appropriations report- LHD conformance with MPR requirements for Senate and House appropriations committee.
CPBC Contract review begins.	Appropriations Legislative report due April 1
Calhoun accreditation 3 rd -7 th	Post annual report to website
Central Michigan accreditation 17 th -21 st	
Work on annual report	
CPBC Contract Review (Kevin)- Review and approve proposal.	

April 2008

Routine Items	Unique Items
Macomb accreditation 7 th -11 th	CFP National Conference
MDA issues "Local Health Department Conformance With Food Service Sanitation Regulatory Minimum Program Requirements" annual legislative report.	
<u>*2nd quarter food service report due.</u>	

May 2008

Routine Items	Unique Items
<u>*Food service establishment licenses expire May 1. 08/09 licensing year begins.</u>	
Lenawee accreditation 5 th -9 th	
Ionia accreditation 19 th -23 rd	

June 2008

Routine Items	Unique Items
Livingston accreditation 6 th -10 th	Begin planning Food Code training for January- room, assignments, etc
Midland accreditation 16 th -20 th	
CPBC Contract Review (Kevin)- Review and approve final.	

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July 2008

Routine Items	Unique Items
Monroe accreditation 7 th -11 th	
Oakland accreditation 21 st -25 th	
*3rd quarter food service report due.	

August 2008

Routine Items	Unique Items
Wayne accreditation 4 th -8 th	
MDA sends fee adjustment memo to LHD's based on increase in CPI. (see Excel Fee Calculator)	????Convene licensing workgroup to consider improvements for next year????

September 2008

Routine Items	Unique Items
	E.H. Director's Conference